

DIWALI PROCLAMATION REQUEST EMAIL TEMPLATE

Dear _____ *(official's title)* _____ *(official's last name)*,

I am a resident of _____ *(city/county/state)*. I am also a supporter of the [Hindu American Foundation \(HAF\)](#), a national nonprofit and non-partisan advocacy organization for Hindu Americans.

On behalf of your Hindu American constituents, I would like to request that _____ *(city/county/state)* recognize the significance of Diwali, the Hindu festival of lights, that falls this year on _____ *(day of week)*, _____ *(month)* _____ *(day)*. This is a day of celebration at Hindu temples across our _____ *(city/county/state)* and a time for Hindu, Sikh, Jain, and Buddhist American families to gather to light small lamps around their homes and pray for knowledge, peace, and universal well-being.

As a resident of this community for _____ *(number)* years, it would bring immense pride to know that our _____ *(city/county/state)* recognizes the contributions of Hindu Americans here to our vibrant and diverse social fabric.

Attached to this email please find a sample proclamation/resolution that has been prepared by HAF explaining the significance of Diwali. Please feel free to use it and adjust it according to the protocols of our great _____ *(city/county/state)*

We hope that we can have this proclamation officially granted by your office before _____ *(day of week)*, _____ *(month)* _____ *(day)*, **the official day of Diwali this year.** I and members of our community are happy to meet with you to discuss the importance of Diwali. Should your office be able to facilitate this request, is it possible to announce this at a public hearing? Other community members and I would appreciate the opportunity to attend a ceremonial presentation of the proclamation.

Please contact me at _____ *(your email address)* if you have any questions or need any additional information.

Sincerely,

(your full name)

(your full address)